



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

FOOD SERVICE OPERATIONS MANAGER I

Job Number: 20000521

Job Code: 13220V161016

Job Group: 1300 - FOODS AND DIETETIC

Job Established: 06/16/1982

Job Revised: 10/16/2016

Grade: 11 Salary (MIN - MID):

\$13,581-\$17,990 - Hourly

\$2,206.92-\$2,923.38 - 37.5 Hr. Monthly Salary

\$2,354.04-\$3,118.28 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Performs management functions for a food service operation in a small state institution or facility OR supervises a shift of the food service operation in a large state institution or facility, or hospital; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree with courses in food preparation, food management or a related area.

EXPERIENCE:

Must have two years of experience in the operation and management of institutional, military or commercial food service operations.

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

Experience in one of the above areas will substitute for the education on a year-for-year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

If employed in the Kentucky Department of Parks or the Kentucky Horse Park, must be twenty years and one day of age at time of appointment. If employed in the Kentucky Department of Parks or the Kentucky Horse Park, must obtain S.T.A.R. (Server Training in Alcohol Regulations) certification from the Kentucky Department of Alcoholic Beverage Control within six months of appointment. Must maintain any required licensure(s), certification(s), or other credentials for the length of employment in this

classification. Employing agency is responsible for ensuring employee possesses and maintains required licensure(s), certification(s) or other credentials.

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Supervises and coordinates the work of staff involved with the preparation and serving of food. May supervise a shift of the food service operation in a large state institution, facility, or hospital. Prepares cook's worksheet with instructions for the method of preparation of each meal. Purchases all food items, kitchen and dining room supplies. Conducts inspection and analysis of food purchase specifications and operating records and reports to improve service, reduce costs and increase efficiency. Reviews menus for pricing, variety and quality. Responsible for the sanitation of food service areas. Makes routine inspections of all equipment to ensure proper maintenance is performed. Interprets and evaluates printed nutritional and food materials to be used in the preparation of menus. Arranges, plans and supervises the food service for conventions, publicity tours and other special groups. Supervise proper storage of food. Maintains records and reports such as daily food cost per person, inventory reports, purchasing and payment records, equipment inventory, etc. Plans and conducts a continuous in service training program for all food service personnel. Applies and enforces departmental rules, regulations and policies.

UNIQUE PHYSICAL REQUIREMENTS:

Work typically involves some lifting. May risk burns and cuts.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.